

Information to be uploaded on website for registration under shops and establishment act

A. Procedure, time line and facility for payment

	For New Application	For Renewal
1. Procedure along with comprehensive list of all documents that needed to be provided for the application process.	Provide the details as Annexures (The documents shall be self-certified by the signature of the applicant)	Provide the details as Annexures (The documents shall be self-certified by the signature of the applicant)
2. Time line for processing of application	72 Hrs.	72 Hrs.
3. Facility for online Payment	Provide facility for online payment	Provide facility for online payment

B. The following officers shall carry out the inspection before issue of license

Sr.No.	Ward No. / Description of Area	Name of the Inspector
1		
2		
3		

C. System should be established for the issue of license/Certificate to be delivered through e-mail and the original should be couriered/sent through post and the message of which should be delivered on the mobile. It should be done for new license/ renewal.

Information to be uploaded on website for building permission.

A. Procedure, time line and facility for payment

	For New / Revised Building permission
1. Procedure along with comprehensive list of all documents that needed to be provided for the application process.	Provide the details as Annexures (The documents shall be self-certified by the signature of the applicant)
2. Time line for processing of application	72 Hrs.
3. Facility for online Payment	Provide facility for online payment

B. The following officers shall carry out the inspection before issue of license

Sr.No.	Ward No. / Description of Area	Name of the Inspector
1		
2		
3		

C. System should be established for the issue of building permission order to be delivered through e-mail and the original should be couriered/sent through post and the message of which should be delivered on the mobile. It should be done for new/revised building permission order.

Information to be uploaded on website for NOC from Fire Department.

A. Procedure, time line and facility for payment

1. Procedure along with comprehensive list of all documents that needed to be provided for the application process.	APPLICANT HAS TO OBTAIN NOC FROM THE CHIEF FIRE OFFICER OF SURAT MUNICIPAL CORPORATION
2. Time line for processing of application	
3. Facility for online Payment	

B. The following officers shall carry out the inspection before issue of license

Sr.No.	Ward No. / Description of Area	Name of the Inspector
1		
2		
3		

C. System should be established for the issue of license/Certificate to be delivered through e-mail and the original should be couriered/sent through post and the message of which should be delivered on the mobile. It should be done for new license/ renewal.

પરીપત્ર

1. બાંધકામ પરવાનગી માટે મહાનગરપાલિકા/ સત્તામંડળ/ નગરપાલિકા દ્વારા અલગ-અલગ વિભાગો એટલે કે ફાયર, બાંધકામ શાખા, ડ્રેનેજ વિગેરે દ્વારા અલગ-અલગ સાઇટ ઇન્સપેક્શન કરવામાં આવે છે તેને બદલે લોકોને મુશ્કેલીઓ ન અનુભવાય તે માટે પુર્વ નિર્ધારિત તારીખે સાઇટ ઇન્સપેક્શન કરવા માટેના તમામ ખાતાના ઇન્સપેક્ટરો/અધિકારીશ્રીઓ એક સાથે સંયુક્ત ઇન્સપેક્શન કરવું.
2. વિકાસ પરવાનગી, શોપ્સ એન્ડ એસ્ટાબ્લિશ્મેન્ટ એક્ટ હેઠળ મેળવવાના થતાં લાયસન્સ તથા ફાયર એન.ઓ.સી. સંદર્ભે અરજી સાથે જે દસ્તાવેજો રજુ કરવાના રહે છે તે દસ્તાવેજો એટેસ્ટેડ કરાવવાના બદલે સેલ્ફ સર્ટીફિકેશન એટલે કે અરજદારશ્રીની/ મિલકત ધરાવનારની સહીથી દસ્તાવેજો પ્રમાણિત કરાવવાનો આગ્રહ રાખવો. તેમજ સાઇટ ઇન્સપેક્શનનો અહેવાલ મહત્તમ ૭૨ કલાકમાં નિયમો મુજબ જેને રજુ કરવાનું થતું હોય તેને રજુ કરવું અને આ અંગેની જાણ અરજદારશ્રી/જમીન મીલકત ધરાવનારને કરવી.



Surat Urban Development Authority

Documents to be uploaded by Architect while submitting the proposal online

MANDATORY DOCUMENT

- (1) Parishist A
- (2) Form no. C – Application form
- (3) Form (2a) Registration of Architect
- (4) Form (2b) Registration of Structural Designer
- (5) Form (2c) Registration of Clerk work
- (6) Form (2d) hazard Secretary
- (7) Special Information Building schedule
- (8) Undertaking bond
- (9) Architect Appointment Letter
- (10) Architect / Engineer License (Attested copy)
- (11) Structural License (Attested copy)
- (12) NOC For Development permission – (Vikas Parvangi Bahedhari Patrak)
- (13) Development permission Letter – (Vikas Parvangi Apvanu Patrak)
- (14) Latest Original copy of zoning certificate from SUDA
- (15) Latest original copy of plan (D.P.) from SUDA
- (16) 7/12, 8-A
- (17) 6-A Huk Patrak
- (18) Original copy of DURL and hiss Form No.4

OPTIONAL DOCUMENT

- (1) Site Supervisor License (Attested copy)
- (2) Developer License (Attested copy)
- (3) Attested copy of power of Attorney
- (4) Attested copy of Registered sale deed
- (5) Attested copy of Index

NOC DOCUMENTS

- (1) Railway N.O.C. (Plot in the vicinity Railway)
- (2) DGVCL N.O.C. (for distance from electric line)
- (3) Chief controller of explosives (For filling station)
- (4) Society N.O.C. (for plots within Society)
- (5) For gas line
- (6) Jail Authority (for plots in the vicinity of jail)
- (7) Irrigation Department (plot in vicinity of water
- (8) Archeological survey of India. (for plot in the vicinity of protected monuments)
- (9) NOC from Highway Authority (plot in vicinity of Highway)
- (10) NOC from coastal management Authority (CRZ alignment) for (plot in the vicinity of Lea / River

AFFIDAVIT DOCUMENTS

- (1) Affidavit for excess land under U.L.C. Act
- (2) Court matter Affidavit
- (3) Affidavit for utility services
- (4) Affidavit for tree plantation
- (5) Affidavit for water Recharging
- (6) Parking Affidavit
- (7) Common plot Affidavit
- (8) Amenity & pace Affidavit

SUDA website for Zonal Plan: <http://www.sudaonline.org/>

URL for Online Development Permission: <http://202.71.140.162:8021/BPAMSCClient/default.aspx>